



*Board of
Selectmen
Policy*

EXECUTIVE SESSION MINUTES REVIEW POLICY

14-02

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the procedure and rules for the review and release of Executive Session Minutes in compliance State Law and other Policies of the Board of Selectmen relative to Executive Session Minutes.

II. POLICY

On or about, July 1st, October 1st, January 1st and April 1st of each year, at the direction of the Clerk of the Board of Selectmen, the Town Manager shall review and provide the Board of Selectmen with a recommendation of which Executive Session Minutes previously not released to the public by a vote of the Board of Selectmen, shall be considered to be released by the Board. The Town Manager shall provide the Board of Selectmen with a memorandum outlining which minutes he/she is recommending for release and an explanation of which minutes he/she believes should remain exempted from release. He/she shall attach a copy of the minutes to his/her recommendation.

The Town Manager shall comply with the following policy of the Board of Selectmen when recommending release of minutes:

Executive Session minutes will be eligible for release when the purpose for which the Executive Session was held has been served, unless the attorney-client privilege or one of the exemptions under the Public Records Law, including personnel files or information, applies so as to limit or preclude disclosure. When the minutes concern material specifically or by necessary implication exempted from disclosure by statute, as provided under the Public Records Law, they may be withheld as long as publication may defeat the lawful purposes of the Executive Session.

Executive Session minutes that are withheld for personnel matters, but are the subject of a public records request under the General Laws of the Commonwealth, will be sent to Town Counsel for review and a recommendation on their release. No minutes will be released to the public without a majority vote of the Board of Selectmen.

When the Town Manager is the subject of the Executive Session, the Clerk of the Board of Selectmen shall review said minutes and make a recommendation in compliance with the above stated policy.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: